

The Regular Meeting of The Mayor and The Borough Council of The Borough of Glen Ridge was held on Monday, October 25, 2021 in the Council Chambers of the Glen Ridge Municipal Building at 7:30 p. m.

Mayor Patrick led The Council and the citizens in attendance in a Salute to the Flag and read a prepared statement that adequate notice of this meeting has been provided to the public as required by statutes.

Present: Councilors Hughes, Lisovicz, Mans, Lefkovits, Law, and Morrow

Absent: Councilor

The following Borough Officers were in attendance: Borough Administrator Michael Zichelli, Chief Quinn and Borough Attorney Malyska.

It was moved by Councilor Morrow, seconded by Councilor Lefkovits, that the Minutes of the Meetings of The Mayor and Borough Council of The Borough of Glen Ridge held on October 12, 2021 be approved as submitted.

RECORDED VOTE:	Ayes		Nays		Abstained		Absent	
(Insert last name)	Hughes	Lefkovits	None		None		None	
	Lisovicz	Law						
	Mans	Morrow						

Mayor Patrick called for written communications.

There were no written communications presented.

Mayor Patrick called for comments of the public.

No public comment was made.

RESOLUTION NO. 130-21

Offered by Councilor **HUGHES**
 Seconded by Councilor **LISOVICZ**

BE IT RESOLVED, that the following Claims be approved, and Warrants be drawn for the same:

CURRENT FUND	\$465,313.26
FEDERAL & STATE GRANT FUND	\$0.00
GENERAL CAPITAL FUND	\$22,463.00
WATER OPERATING FUND	\$17,301.15
WATER CAPITAL FUND	\$0.00
POOL OPERATING FUND	\$6,211.87
POOL CAPITAL FUND	\$0.00
GENERAL TRUST FUND	\$1,001.01
PAYROLL AGENCY	\$13,045.75
STATE UNEMPLOYMENT INSURANCE TRUST FUND	\$0.00
DOG LICENSE / ANIMAL CONTROL TRUST FUND	\$0.00

and, **BE IT RESOLVED**, that the Chief Financial Officer / Treasurer of The Borough of Glen Ridge is hereby authorized to issue the payroll for the Employees of the Borough of Glen Ridge for the Pay Date November 1, 2021.

RECORDED VOTE:	Ayes		Nays		Abstained		Absent	
(Insert last name)	Hughes	Lefkovits	None		None		None	
	Lisovicz	Law						
	Mans	Morrow						

RESOLUTION NO. 131-21

Offered by Councilor **HUGHES**
 Seconded by Councilor **LISOVICZ**

WHEREAS, the Borough of Glen Ridge is a member of the Public Alliance Insurance Coverage fund (PAIC) which secures insurance protection through the New Jersey Municipal Excess Liability Joint Insurance Fund (NJ MEL); and

WHEREAS, through its membership in the PAIC, the Borough of Glen Ridge enjoys cyber liability insurance coverage to protect the Borough of Glen Ridge from the potential costs associated with cyber related claims; and

WHEREAS, in an attempt to prevent as many cyber related claims as possible, the NJ MEL developed and released to its members the NJ MEL Cyber Risk Management Plan; and

WHEREAS, the NJ MEL Cyber Risk Management Plan outlines a set of best practices and standards to help reduce many of the risks associated with the use of technology by the Borough of Glen Ridge and one of the best practice components is the adoption of a Cyber Incident Response Plan; and

WHEREAS, the Borough Administrator, in consultation with the Borough IT professionals, has reviewed and approved of Borough of Glen Ridge Cyber Incident Response Plan

NOW THEREFORE BE IT RESOLVED, that the Borough of Glen Ridge does hereby adopt the Cyber Incident Response Plan and shall incorporate this document into the Borough of Glen Ridge Cyber Risk Management Plan.

RECORDED VOTE:	Ayes		Nays		Abstained		Absent	
(Insert last name)	Hughes	Lefkovits	None		None		None	
	Lisovicz	Law						
	Mans	Morrow						

RESOLUTION NO. 132- 21

Offered by Councilor **HUGHES**
 Seconded by Councilor **LEFKOVITS**

WHEREAS, it is the policy of the Borough of Glen Ridge to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, (the New Jersey Civil Service Act,) (the New Jersey Attorney General’s guidelines with respect to Police Department personnel matters,) the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Open Public Meeting Act; **and**,

WHEREAS, the Mayor and Borough Council has determined that there is a need for personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

NOW, THEREFORE, BE IT RESOLVED, by The Mayor and Borough Council that the revised Personnel Policies and Procedures Manual dated October 2021 is hereby adopted; **and**,

BE IT FURTHER RESOLVED, that these personnel policies and procedures shall apply to all Borough officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail; **and**,

BE IT FURTHER RESOLVED, that this manual is intended to provide guidelines covering public service by Borough employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of The Borough Of Glen Ridge.

BE IT FURTHER RESOLVED, that to the maximum extent permitted by law, employment practices for the Borough shall operate under the legal doctrine known as “employment at will”; **and**,

BE IT FURTHER RESOLVED, that Arthur Thibault is hereby appointed as Labor Attorney to advise The Borough in personnel matters; **and**,

BE IT FURTHER RESOLVED, that the Borough Administrator and all managerial / supervisory personnel are responsible for these employment practices. The Chief Financial Officer and the Labor Attorney shall assist the Borough Administrator in the implementation of the policies and procedures in this manual.

RECORDED VOTE:	Ayes		Nays		Abstained		Absent	
(Insert last name)	Hughes	Lefkovits	None		None		None	
	Lisovicz	Law						
	Mans	Morrow						

RESOLUTION NO. 133 – 21

Offered by Councilor **HUGHES**
 Seconded by Councilor **LISOVICZ**

BE IT RESOLVED by the council of Borough of Glen Ridge, Essex County, New Jersey, that warrants be drawn to the below listed Individuals and Mortgage Processing Service in designated amounts representing Overpayment Tax or Utility or Interest payment as following:

Block:	Lot:	Qual:	Name & Address	Date Paid	Amount
Block 17	Lot 3		Leroy, Benjamin & Iva 34 Lorraine Street	8/04/2021	\$4,444.03
			Make Check Payable / Mail Refund to; Corelogic Refund Dept. PO Box 9202 Coppell, Texas 75019		
			Refund Tax Overpayment; 3 rd Qtr 2021		
Block 88	Lot 1	C0102	Shelia Eby 85 Park Avenue #102 Glen Ridge, New Jersey 07028		\$186.16
			Reduction of Interest Due		

BE IT FURTHER RESOLVED, that the individuals and Mortgage Processing Service listed above have advised that they want a refund rather than applying these payments to their taxes or utility account.

RECORDED VOTE:	Ayes		Nays		Abstained		Absent	
(Insert last name)	Hughes	Lefkovits	None		None		None	
	Lisovicz	Law						
	Mans	Morrow						

RESOLUTION NO. 134-21

Offered by Councilor **HUGHES**
 Seconded by Councilor **LISOVICZ**

CERTIFICATION OF 2020 ANNUAL AUDIT

WHEREAS, *N.J.S.A. 40A:5-4* requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions; and

WHEREAS, the Annual Report of Audit for the year 2020 has been filed by David J. Gannon a Registered Municipal Accountant with PKF O’Connor Davies LLP pursuant to *N.J.S.A. 40A:5-6*, and a copy has been received by each member of the governing body; and

WHEREAS, *R.S. 52:27BB-34* authorized the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

WHEREAS, the Local Finance Board has promulgated *N.J.A.C. 5:30-6.5*, a regulation requiring that the governing body of each municipality shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, at a minimum, the sections of the annual audit entitled, “Comments and Recommendations”; and

WHEREAS, such resolution of certification shall be adopted by the governing body no later than forty-five days after the receipt of the annual audit, pursuant to *N.J.A.C. 5:30-6.5*; and

WHEREAS, all members of governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of *R.S. 52:27BB-52*, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Division of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Glen Ridge, in the County of Essex, New Jersey, hereby affirms compliance *N.J.A.C. 5:30-6.5* and does hereby submit a certified copy of this resolution and the required affidavit to the Local Finance Board to show evidence of said compliance

RECORDED VOTE:	Ayes		Nays		Abstained		Absent	
(Insert last name)	Hughes	Lefkovits	None		None		None	
	Lisovicz	Law						
	Mans	Morrow						

RESOLUTION NO. 135-21

Offered by Councilor **HUGHES**
 Seconded by Councilor **LEFKOVITS**

APPROVING THE CORRECTIVE ACTION PLAN FOR THE 2020 MUNICIPAL AUDIT

WHEREAS, the Borough of Glen Ridge has received a report of audit for the year ending December 31, 2020; and

WHEREAS, Local Finance Notice No.92-15 dated July 8, 1992 requires that the Chief Financial Officer submits a Corrective Action Plan for all findings in the audit within 60 days of receipt of the Report of Audit; and

WHEREAS, the Chief Financial Officer has prepared a Corrective Action Plan relating to the findings of the 2020 Audit;

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Glen Ridge, in the County of Essex, New Jersey, does hereby approve the Corrective Action Plan for the year 20120 as submitted by the Chief Financial Officer.

BE IT FURTHER RESOLVED that the Borough Clerk is hereby directed to forward a copy of this resolution and the Corrective Action Plan to the Director of the Division of Local Government Services.

RECORDED VOTE:	Ayes		Nays		Abstained		Absent	
(Insert last name)	Hughes	Lefkovits	None		None		None	
	Lisovicz	Law						
	Mans	Morrow						

RESOLUTION NO. 136 – 21

Offered by Councilor **HUGHES**
 Seconded by Councilor **LEFKOVITS**

WHEREAS, N. J. S. 40A:4-87 provides that The Director of The Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such items shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget; and,

WHEREAS, said Director may also approve the insertion of an item of appropriation for an equal amount; and,

WHEREAS, The Borough of Glen Ridge has received **\$16,375** from the **Essex County Municipal Alliance Committee 2021-2022** grant and wishes to amend its 2021 Municipal Budget to include this amount as a revenue.

NOW, THEREFORE, BE IT RESOLVED, that The Mayor and Council of The Borough of Glen Ridge, The County of Essex, New Jersey hereby requests the Director of The Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2021 in the sum of **\$16,375**. Which is now available as revenue from: Miscellaneous Revenues - Section F: Special Items of General Revenue Anticipated with Prior Written Consent of Director of Local Government Services - Public and Private Revenues Offset with Appropriations: MUNICIPAL ALLIANCE GRANT

BE IT FURTHER RESOLVED, that the like sum of **\$16,375** be and the same is hereby appropriated under the caption of:

- General Appropriations:
- (A)Operations - Excluded from "CAPS"
- Public and Private Programs Offset by Revenues:

MUNICIPAL ALLIANCE GRANT and,

BE IT FURTHER RESOLVED, that The Borough Clerk forward two certified copies of this Resolution to The Director of Local Government Services for approval.

RECORDED VOTE:	Ayes		Nays		Abstained		Absent	
(Insert last name)	Hughes	Lefkovits	None		None		None	
	Lisovicz	Law						
	Mans	Morrow						

RESOLUTION NO. 137-21

Offered by Councilor **LEFKOVITS**
 Seconded by Councilor **LAW**

WHEREAS, The Glen Ridge Department of Public Works has determined that there is a need to mill and pave Baldwin Street between the Montclair border and Highland Avenue; and,

WHEREAS, **Schifano Construction Corporation** of 1 Smalley Avenue, Middlesex, New Jersey 08846 has a cooperative purchasing agreement with the Morris County Cooperative Purchasing Council, District One, MCCPC Contract #6; and,

WHEREAS, The Chief Finance Officer certified the availability of funds for this contract from capital ordinance 1752.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Glen Ridge, New Jersey does hereby approve the paving project in the amount of **\$30,367.68**.

RECORDED VOTE:	Ayes		Nays		Abstained		Absent	
(Insert last name)	Hughes	Lefkovits	None		None		None	
	Lisovicz	Law						
	Mans	Morrow						

RESOLUTION NO. 138-21

Offered by Counselor **LEFKOVITS**
 Seconded by Counselor **LAW**

WHEREAS, The Borough of Glen Ridge sought the removal of Borough trees & stump grinding services; and,

WHEREAS, that in accordance with N.J.S.A. 40A:11, et. seq., The Borough of Glen Ridge used a fair and competitive process to solicit proposals for the aforesaid services; and,

WHEREAS, on October 21, 2021 **Dujets Tree Experts, Inc.** of 54 Notch Road, Woodland Park, New Jersey 07424 submitted the lowest responsible proposal in the amount of **\$29,535.00**

NOW, THEREFORE, BE IT RESOLVED by The Mayor and Council of the Borough of Glen Ridge that **Dujets Tree Experts, Inc.** be awarded the 2021 Tree Removal & Stump Grinding Contract; and,

BE IT FURTHER RESOLVED, that the Administrator and Director of Planning & Development are hereby authorized to sign the contract documents necessary to effectuate the award of this contract.

Name	Bid Total
Dujet's Tree Experts	\$29,535.00
Downes Tree Svc.	\$32,985.00
Rich Tree Svc.	\$55,750.00
Dom's Lawn Maker	\$58,135.00

RECORDED VOTE:	Ayes		Nays		Abstained		Absent	
(Insert last name)	Hughes	Lefkovits	None		None		None	
	Lisovicz	Law						
	Mans	Morrow						

Mayor Patrick called for comments of the Public.

No public comment was made.

On motion by Councilor Hughes, seconded by Councilor Mans the meeting was adjourned at 8:15 PM.

Tara Ventola

Municipal Clerk